

Cascade County

Job Vacancy Announcement

Position: Microfilm-Records Management Clerk-Civil	Closing Date: June 22, 2012
Dept.: Clerk of Court	Dept. Adm.: Faye McWilliams
Type of Position: Full-time	Salary: \$10.35 per hour
	Must join Teamsters Union
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION OF POSITION

This position requires accurate filing of documents and files to assure ready access; maintains confidentiality of records; has daily contact by phone and in person with the public; answers all requests for copies of court documents; performs daily micro-filming and scanning of court documents; pulls files for district court calendars; prepares the weekly uncontested court calendar; maintains court documents and files; answers correspondence and assists others in the office as needed and performs other related duties as required. The Civil and Criminal Micro-Film Records Management Clerks assist each other and cover for each in their absence.

JOB REQUIREMENTS

Knowledge and understanding of: Legal terms and phraseology; legal forms; Business English; records management and filing procedures; microfilm/scanning procedures; standard office procedures; sources for checking legal statutes regarding records retention; general office equipment.

Skills in: Customer service; Word, Excel, Internet; filing; typing/word processing; records management; time management; telephone etiquette.

Ability to: Establish effective working relationships with coworkers, supervisors and the public; work with difficult people and situations; pay attention to detail and accuracy; multi-task; interpret and apply laws, policies and procedures; evaluate situations and make good decisions; handle stress and work under pressure; communicate effectively orally and in writing; perform job duties with minimal supervision; lift heavy dockets, files and exhibits; follow verbal and written instruction; maintain strict standards of confidentiality; work in a legal environment according to all professional standards of ethics, legal procedure and decorum; work as a member of a team; be punctual.

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or GED **and** one (1) year of general office experience preferred.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran’s or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant’s ability to compete in the recruitment and selection process or an employee’s ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.